

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION PARTNERSHIP ADVISORY BOARD (CAB)
MEETING MINUTES**

June 14, 2018

**UNIVERSITY OF SAN DIEGO
MOTHER ROSALIE HILL HALL ROOM 127
5998 ALCALA PARK
SAN DIEGO, CA 92110**

<u>Members Present</u> Cassandra Schaeg Nicole Murphy Marlene Ruiz Gina Jackson Rebecca Huntsman Ann Durham Peter Maribei Jeannine Nash Karmin Noar Kim Frink	<u>Members Absent</u>
<u>Members Excused</u> Daphyne Watson Madeleine Baudoin Ana Briones-Espinoza Ramon Montano Marquez	<u>Staff Present</u> Maggie Ramsberger, Program Director, CAP Maggie Fenn, Program Manager, CAP Nancy D'Adamo, Administrative Secretary, CAP Abdi Abdillahi, Refugee Coordinator, CAP Rosanna Paez, Administrative Analyst, CAP <u>Guests</u> Connie Cepeda from SDG&E

1. Meeting called to order at 3:35 PM by Cassandra Schaeg on behalf of Chair, Madeleine Baudoin.
2. Roll Call
3. Rebecca Huntsman motioned to accept the Agenda, Peter Maribei seconded, motion carried.
4. Peter Maribei motioned to approve the 4-12-2018 Minutes. Rebecca Huntsman seconded, motion carried.
5. **Public Comments on Items not listed on the Agenda:**
 - No Public Comment

ACTION/INFORMATION ITEMS:

6. Information Item: Guest Speaker

Maria Silva – Director, Neighborhood & Community Engaged Partnerships – USD spoke about the “Mission of Anchor Institutions”, a Mission currently being used at Universities and Hospitals throughout the Country.

7. Information Item: Vacancy Report

- Public Sector District 2- Supervisor Dianne Jacob- Monique Fernandez resignation notice sent to Clerk of the Board.
- Public Sector District 5- Supervisor Bill Horn: (may not be filled by end of Supervisor’s term).
- Economically Disadvantaged Sector-North Central Region: (vacated 6-30-2017)
- Economically Disadvantaged Sector-South Region: Jeannine Nash’s second term expires 6-30-2018. Application received from Juana Duenas.

- Private Sector- seat 14: Rebecca Huntsman's second term expires 6-30-2018. Connie Cepeda interviewed.
- Private Sector- seat 13: Gina Jackson ends first term in on 6-30-2018 and may be re-nominated for a second term.
- CAB members Cassandra Schaeg, Rebecca Huntsman, and Marlene Ruiz volunteered to interview Juana Duenas.
- CAB members were encouraged to actively seek applicants to fill vacancies.
- CAP will email CAB members County Board of Supervisor District and HHSA Regional Zip Codes information.

8. **Information Item: CAB Interview Committee Results**

- Note: Connie Cepeda was asked to step out of the room
- Cassandra Schaeg and Madeleine Baudoin interviewed Connie Cepeda, and highly recommend her nomination to CAB Private Sector, representing SDG&E.

9. **Action Item: CAB Nominations**

- Nicole Murphy made a motion to nominate Connie Cepeda to Private Sector seat 14, Ann Durham seconded, motion carried. Memo to BOS will be prepared and sent.
- Peter Marebei motioned to nominate Kim Frink for a second term, Marlene Ruiz seconded, the motion carried.

10. **Information Item: Director's Update – Maggie Ramsberger**

PROGRAM UPDATES

- The **Resident Leadership Academy (RLA) Council** offered a supplemental training for practitioners and graduates in May 2018 on "Grassroots Evaluation: Setting the Framework Training" with 25 participants in attendance. In addition, the survey of the RLA network closed May 2018 with 57 respondents – data is being reviewed and analyzed and will be available at a future CAB meeting.
 - i. *The next RLA Council meeting is scheduled for 6/27/18 at the San Diego County Office of Education from 1:30-3:30pm (Bldg 3, ROOM 307m, downstairs).*
- **Project MOST** offered a training in April 2018 on "Succession Planning", which had 15 participants, 80% of whom were from the Central Region. The program also continued to provide hands-on technical assistance, offering 69 hours in April 2018 to 6 organizations (43 hours in Strategic/Business Plan Development and 26 hours of Strategic/Business Plan Implementation).
- The **Connect2Careers Program** held Spring Break Externships between March – April 2018. In addition, there was an Advanced Training held during Spring Break to 31 participants, which included topics like interviewing, timecards and budgeting. The Year End Celebration for the program took place on May 9th at the Central Library and celebrated the success of the externs.
- The **Live Well San Diego Exchange** offered a half-day training at Father Joe's Villages in April 2018 with 12 Community Residents. The program also facilitated 2 Restorative Circles, including one on Homelessness and one on the #MeToo movement with 10 attendees each. They also hosted 3 Police/Citizen trainings in collaboration with SDPD Southeastern Division and Lincoln High School. The Work Readiness Exchange focusing on refugees has been impacted due to the reduced arrivals – CAP staff have met with NCRC to discuss options going forward for referrals.

- The **Earned Income Tax Credit** season concluded. Services offered through CAP included support of the Annual Campaign, Volunteer Recruitment, Training, Outreach and Reporting through its contract with Dreams for Change, in coordination with the United Way of San Diego County. In addition, CAP supported VITA efforts through its Family Self-Sufficiency Providers and through the Expansion VITA Site at Mission Valley Mall. Final data for the Coalition will be provided in subsequent updates – preliminary data showed over \$32 million in federal refunds to the region.
- **World Refugee Day** Abdi Abdillahi said WRD will take place Saturday, June 23 at Copley-Price YMCA in City Heights. Flyer is part of CAB packet, also available in Arabic and Somali languages.

FINANCIAL UPDATES

- CAP had no findings from their April 2018 Office of Traffic Safety onsite monitoring visit, concluding a successful audit.
- CAP was not successful in their initial Aetna Foundation grant application and will not be advancing to Round 2 of the process.
- CAP will have the California Community Services and Development (CSD) onsite next week from June 19-20th for their onsite monitoring visit. CSD administers Community Services Block Grant (CSBG) for the State of California.

11. Information Item: Notification of County of San Diego Single Audit Availability

CSBG ORGANIZATIONAL STANDARD 8.3 AND 8.4

County of San Diego Single Audit is now available online and in PDF version. CAP will send CAB members the link. There were no findings related to CSBG.

12. Information Item: Bi-Annual Ethics Training Requirement

CSBG ORGANIZATIONAL STANDARD 5.6

CAB members were reminded that the Bi-Annual Ethics Training and Incompatible Activities form 519 are due. An email will be sent to CAB members who need to complete the required training and/or sign the required form.

ADJOURNMENT/SET NEXT MEETING:

The meeting was adjourned at 4:43 PM. The next regular meeting will be on July 12, 2018 at 3:30 PM. Location: County Operations Center.